

NEW PERSONNEL1. New Personnel

New employees and CIA employees reporting for duty as transfers from another CIA Office, will be required to furnish all items of information included in the body of the Personnel Information Card form.

In the first open space "State Type of Change Here" new appointments will enter "E.O.D.". Transferees will enter "E.O.D. - Transfer".

Administrative Officers or designated personnel will check the question as to whether the employee's name is to be included in the CIA Telephone Directory.

NAME		OFFICE PHONE NO.		HOME PHONE NO.		OFFICE	ROOM NO.	BUILDING	DATE
The following applicable items must be reported immediately when an employee (1) enters on duty, (2) changes name, home or office address or telephone number, (3) transfers to another component of the agency, or (4) is to be absent from the agency for more than 30 days in which case enter the office telephone number of the administrative officer, (5) changes marital status. STATE TYPE OF CHANGE									
HERE: <u>EOD</u>									
NAME:									
OFFICE (DESIGNATION & LOCATION):									
NEW ADDRESS:									
PRESENT ADDRESS:									
HOME TELEPHONE NO.:									
IS THIS INDIVIDUAL'S NAME TO BE INCLUDED IN THE TELEPHONE DIRECTORY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>									
REMARKS									
SERIAL NO.	NAME	OFFICE	ORGANIZATION	OFFICE	OFFICE TELEPHONE NUMBER	HOME TELEPHONE	STATE	COUNTY	DATE
		OFF. DIV. BR.	ROOM	BUILDING	NUMBER	EXCHANGE NUMBER			DAY MO. YR.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	IBM 809409								

The new cards will be forwarded by Administrative Officers to the Machine Records Branch for preparation of Master and Office file cards.

The Office file card, shown below, will be returned to the employee's Administrative Office for inclusion in the Office file. It will be retained therein until affected by a change or deletion.

Example: Office File Card.

25X1

NAME		OFFICE PHONE NO.		HOME PHONE NO.		OFFICE	ROOM NO.	BUILDING	DATE
The following applicable items must be reported immediately when an employee (1) enters on duty, (2) changes name, home or office address or telephone number, (3) transfers to another component of the agency, or (4) is to be absent from the agency for more than 30 days in which case enter the office telephone number of the administrative officer, (5) changes marital status. STATE TYPE OF CHANGE									
HERE: <u>EOD</u>									
NAME:									
OFFICE (DESIGNATION & LOCATION):									
NEW ADDRESS:									
PRESENT ADDRESS:									
HOME TELEPHONE NO.:									
IS THIS INDIVIDUAL'S NAME TO BE INCLUDED IN THE TELEPHONE DIRECTORY? YES <input type="checkbox"/> NO <input type="checkbox"/>									
REMARKS									
SERIAL NO.	NAME	OFFICE	ORGANIZATION	OFFICE	OFFICE TELEPHONE NUMBER	HOME TELEPHONE	STATE	COUNTY	DATE
		OFF. DIV. BR.	ROOM	BUILDING	NUMBER	EXCHANGE NUMBER			DAY MO. YR.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	IBM 809409								

CHANCES2. Changes

When any one of the items of information on a card is affected by a change, the card affected will be withdrawn from the Office file and the new information will be entered in the appropriate space(s) on the card. The card will then be forwarded to the Machine Records Branch by the Administrative Officer.

Upon receipt of the "Change" card the Machine Records Branch will process a new Master and Office file card and return the new Office file card to the employee's Administrative Officer for inclusion in the Office file.

Only the statement as to the type of change, the reporting date and the items of information affected by the change will be reported.

Examples showing how various types of changes are to be reported and examples of the new Office file cards reflecting the reported changes, follow:

(a) Example: Division, Room No. and Office Telephone No.

25X1

PERSONNEL	HOME TELEPHONE NO: <input type="checkbox"/>		MARITAL STATUS: <input type="checkbox"/>						
	IS THIS INDIVIDUAL'S NAME TO BE INCLUDED IN THE TELEPHONE DIRECTORY? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>								
	REMARKS								
SERIAL NO.	NAME	OFFICE	ORGANIZATION	OFFICE	OFFICE TELEPHONE NUMBER	HOME TELEPHONE	STATE	COUNTY	DATE
		OFF. DIV. BR.	ROOM	BUILDING		EXCHANGE	NUMBER		DAY MO. YR.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	IBM 809409								

New Office file card

25X1

PERSONNEL	HOME TELEPHONE NO: <input type="checkbox"/>		MARITAL STATUS: <input type="checkbox"/>						
	IS THIS INDIVIDUAL'S NAME TO BE INCLUDED IN THE TELEPHONE DIRECTORY? YES <input type="checkbox"/> NO <input type="checkbox"/>								
	REMARKS								
SERIAL NO.	NAME	OFFICE	ORGANIZATION	OFFICE	OFFICE TELEPHONE NUMBER	HOME TELEPHONE	STATE	COUNTY	DATE
		OFF. DIV. BR.	ROOM	BUILDING		EXCHANGE	NUMBER		DAY MO. YR.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	IBM 809409								

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DELETIONS3. Deletions

Master and Office file cards will be removed from the files when an employee resigns from the agency or is transferred from Washington, D. C. headquarters.

When such resignations or transfers occur, the Office card will be withdrawn from the Office file; a statement such as "Resigned", "Transferred to field" etc. will be entered in the "Remarks" space on the card; and the card will be forwarded to the Machine Records Branch.

It should be noted however, that this procedure does not apply when an employee is transferred from vouchered to unvouchered funds and remains in Washington, D. C. headquarters. Such cases are processed in the same manner as Inter Office transfers.

Upon receipt of a deletion card in the Machine Records Branch, the Master card is withdrawn from the Master card file and destroyed.

25X1

SERIAL NO.	NAME	U.S.	ORGANIZATION	OFFICE	OFFICE TELEPHONE NUMBER	HOME TELEPHONE	STATE	COUNTY	DATE
			OFF. DIV. BR.	ROOM BUILDING		EXCHANGE NUMBER			DAY MO. YR.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80									

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